

19 March 1958

Records Management Staff Accomplishments During
Period 1 October 1957 - 31 March 1958,
Our Report to the Gillian Committee

In the field of records management, produced tangible savings of \$209,706 and significant intangible benefits through:

(1) Retirement of 4,951 cubic feet of noncurrent records to the Records Center; (2) Audit of four Records Control Schedules; (3) Conversion of 45 files to the Agency subject-numeric filing system; (4) Development of seven shelf file installations; (5) Analysis and improvement of 246 forms; (6) Elimination of non-essential operation in the Vital Materials repository; (7) Revision of four Vital Materials Schedules, and (8) Review of requirements for filing equipment.